

TRAINING COORDINATOR FUNCTIONS ON ACADIS

Create portal accounts

You can create portal accounts for your employees the same way you created one for yourself.

1. Go to <https://ncja-portal.acadisonline.com>.
2. Click WebForms.
3. Click New User Account.
4. Complete the form using your employee's information instead of your own.

Note: When the portal account is created, your employee will receive a confirmation email with his/her password. The email address then becomes that employee's portal account username. For these reasons, you must use your employee's email address (not your own) when you create the employee's account.

View employee registrations

As a training coordinator, you can see which classes your employees have registered themselves for as well as their status in these classes.

Note: If you cannot perform any of the training coordinator functions, then your portal account may not indicate you are a training coordinator. Contact Anthony Aycock at aaycock@ncdoj.gov to remedy this.

1. Sign in to the portal.
2. Click Registration.
3. Look on this screen for the list of your employees who have registered for classes.

11/02/2015

Specialized Firearms Instructor Pre-
Qualification - 11/2/15 (Salemberg)

Aycock, Regina

AYCOCK-070874-7853

29588

Registered
(Pending)

In this example, Regina Aycock is "Registered (Pending)," which means she has applied for a class but we have taken no action yet. Other status possibilities are

- Enrolled – Applicant is on the class roster, and we are expecting him/her to show up.
- Waitlisted – The class is full, and the applicant is on a wait list. If a slot opens up in the class, the student may be enrolled.
- Cancelled – The applicant has been unenrolled from the class.

Register employees for classes

As a training coordinator, you are able to register employees of your agency for classes. Note: Your employees must have portal accounts before you can register them for classes. You will be unable to register anyone who does not have a portal account.

1. Sign in to the portal.
2. Click Registration.
3. Click Browse Training Events.
4. Find the class on the alphabetized list and click Register. Note: If the class is full, you will see Waitlist instead of Register.
5. Select your employee's name from the Registrant drop-down menu. If you want to be copied on the enrollment email sent to the applicant, then enter your email address in the Additional Contact Email field.

Note 1: This is the only way you will be copied on emails sent to your employees.

Note 2: This is also the only way to see which of your employees have created portal accounts.

* Registrant

Additional Contact Email You may specify an email address for an additional person (e.g., supervisor) to receive notifications about this registration.

6. Complete the Housing Information section if your employee needs a dorm room. Note: If the employee does not need a room, select No Housing Requested from the drop-down menu.
7. If the class has a prerequisite (e.g., submitting a certificate or medical form), it will be listed below Housing Information. Click Add Documentation.
8. Under the Fulfillment section, select one of the options and click Save.

FULFILLMENT

- ☒ I have not provided documentation yet, but intend to
- ☐ I meet or exceed this requirement (requires documentation above)
- ☐ I do not meet this requirement and would like to request that some or all of the requirement be waived

Note 1: You cannot upload documents to the system. Instead, each prerequisite has instructions for faxing or emailing documents.

Note 2: If you select I Meet or Exceed This Requirement, then before you click Save, you must click Change directly above (next to Clarifying Comments)

Clarifying Comments

None specified ([change](#))

In the box that appears, type your comments. For example: “I emailed this certificate on 5/21/15 to aaycock@ncdoj.gov.”

9. Click Request Enrollment. The registration you just requested should appear on your employee list.

Move or cancel a student registration

You are unable to do this through the portal. To move a student to another class or to cancel a student from a class, contact the appropriate campus registrar.